

## Quick Mini Checklist for Filing Your Claim

The Property ID number is the number we use to identify your claim.  
WRITE THE PROPERTY ID NUMBER DOWN AND KEEP IT FOR YOUR RECORDS.

Note: When your completed claim is received by our office, the property is removed from the public website while your claim is being processed.

Check below to see what documentation is needed when sending in your claim. Keep this checklist for your records. Check only the boxes that pertain to you and your claim. Include the appropriate documents with your claim. For a complete detailed checklist, please refer to the [Filing Instructions](#).

### Claimant/Heir

- ☐ A completed and signed affirmation page is required of each claimant
- ☐ Copy of current photo ID is required of each claimant
- ☐ Proof of social security number is required of each claimant
- ☐ Proof of reported address is required, if listed on the claim form
- ☐ Document associating you or the owner with the holder, if reported address is not available
- ☐ Original instrument (passbook, cashier's check, stock certificate, etc.) is required, if applicable
- ☐ Notarize claim if claiming stock, mutual funds, safe deposit box, or any property \$1000 or greater

#### **CONTINUE if owner is deceased**

- ☐ Death certificate is required of the deceased owner(s)
- ☐ Document of decedent's estate or trust tax ID number, if providing a Letter of Testamentary or a Trust
- Plus one of the following documents:**
- ☐ Copy of current certified Letter of Testamentary (dated within 6 months) is required on open estates; or
- ☐ A complete copy of the Court Ordered Distribution of the decedent's estate; or
- ☐ A copy of decedent's will and/or Trust Agreement; and a [Declaration Under Probate Code 13101](#) form, if the distribution of the estate was not ordered by the court; or
- ☐ A [Table of Heirship](#) and form 13101 is required if there is no will or Trust Agreement

### Company/Business

- ☐ A completed and signed affirmation page is required of each authorized claimant
- ☐ Copy of a business card is required of the authorized officer or official
- ☐ Copy of a Letter of Authorization on company letterhead is required of the authorized officer
- ☐ Proof of company's current federal tax ID number is required for all business claims
- ☐ Proof of reported address is required, if listed on the claim form
- ☐ Document associating owner with holder, if reported address is not available
- ☐ Notarize claim if claiming stock, mutual funds, safe deposit box, or any property \$1000 or greater
- ☐ If your company merged, provide a copy of the merger, if applicable
- ☐ If your company dissolved, provide a copy of the Articles of Dissolution, if applicable
- ☐ If your company was suspended, provide a Tax Clearance letter or a Letter of Good Standing from the Franchise Tax Board and/or Secretary Of State's Office, if applicable